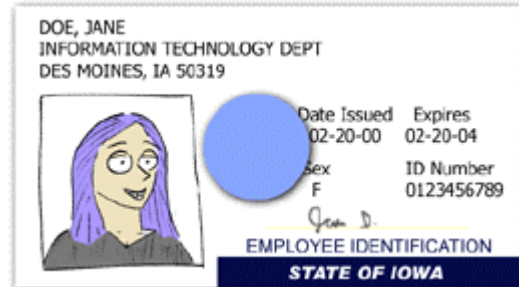


Security Quickie 3

Good morning. (Or afternoon, depending on when you receive this)

A few physical security reminders for this week...

Many state staff members are required to wear photo-identification badges. Besides showing off our photogenic qualities, these badges allow staff to quickly identify state employees and their department from the sticker color. (At least you know if the sticker isn't light blue, they're not from ITD, for example.) If you lose your ID badge, you need to contact your departmental physical security person.



We also sometimes work in secured areas, so we need access cards to enter those areas. A lost access card is an even greater security risk than a lost ID badge, so if you lose your access card you need to contact your physical security person ASAP.

Remember secured doors need to stay, well... secured. Keep them shut whenever possible, and if you see a secured door propped open with no one around, shut it.

If you see non-departmental personnel walking around unescorted, stop and ask them if they need help. Not only does this show courtesy to guests, but its also much safer than letting them wander about on their own.